

## MEMORANDUM

TO: Fiscal Year 2006 Grantees

FROM: Alisa Lange  
Field Director/Grants Administrator

RE: State Protection from Abuse Fund

1. Financial Status Report (attached form):

Two Financial Status Reports must be filed each quarter, one for Domestic Violence dollars and one for Sexual Assault dollars. If you receive either Domestic Violence or Sexual Assault dollars only, please use the appropriate form and file only one report per quarter.

This report must be *received* by the Office of the Attorney General within 25 days after the close of a quarter, or the first business day, by 5:00 p.m. Refer to the attached Reporting Requirement policy. Any reports received after the following dates **will be considered non-compliant**:

October 25, 2005  
January 25, 2006  
April 25, 2006  
July 25, 2006

A Financial Status Report must be filed on these due dates, regardless of expenditures. If no expenditures were made, the subgrantee shall file a report reflecting zero expenditures. All financial reporting forms must be received before new grant funds are disbursed. **Late financial reports will result in a delay of issuing checks.**

2. Grant Project Statistical Report (attached form):

This four-page report must be received by the Office of the Attorney General within 25 days after the close of a quarter, or the first business day, by 5:00 p.m. Any reports received after the following dates **will be considered non-compliant**:

October 25, 2005  
January 25, 2006  
April 25, 2006  
July 25, 2006

Page 2

3. Grant Project Performance Report (attached):

This report is due July 25, 2006.

Thank you for your cooperation. If you have any questions, please do not hesitate to contact Alisa Lange at (800) 828-9745 or [langea@ksag.org](mailto:langea@ksag.org) in the Office of the Attorney General.

Attachments